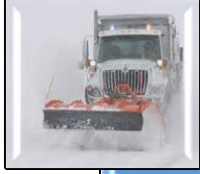




## COUNTY OF ELBERT

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### *Annual Budget Procedures*



## January

- Create the current year's budget schedule working around statutory deadlines and other county activities.
- Budget team begins compiling a "budget notes" document when items arise.
- Departments are asked to complete a projection worksheet indicating the amounts to be spent or collected in each month of the year for cash flow planning.
- December of previous year variance reports are given to all department heads and elected officials after the month is closed and reconciled on the financial system. These reports show year to date amounts and the percent of budget remaining.
- Commissioners receive the same variance report for all funds and departments county wide.
- File certified, adopted budget with State.



## February

- Finance staff and the Treasurers staff have strategic planning meetings to discuss the future of bonds, leases, special district bonds, retirement funds and to go over any other notable events that happened in the previous year. Short term and long term planning is done.
- Department Heads and Elected Officials are asked to review a final previous year variance report for any items that did not hit the correct departments or general ledgers. Finance staff will assist with corrections to any items using journal entry vouchers.
- January variance reports are given to all department heads and elected officials after the month is closed and reconciled on the financial systems.



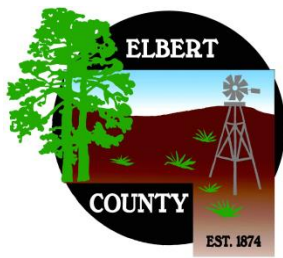
## March

- Department Heads & Elected Officials begin adding department needs to the "budget notes" document through department weekly updates held with the County Manager
- February variance reports are given to all Departments Heads and Elected Officials after the month is closed and reconciled on the financial systems.



## April

- Department Heads and Elected Officials continue weekly update meetings to discuss department needs.
- March variance reports are given to all department heads and elected officials after the month is closed and reconciled on the financial systems.
- Each department is given a worksheet containing first quarter actual revenues and expenses and asked to update projections for the year accordingly. These projections are combined into a master worksheet in the Finance Office.



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# May

- Finance Office updates budget worksheets in preparation to compile budget projections, previous year audit numbers and correct year budget numbers.
- Budget packets are created to be used as tools for Department Heads & Elected Officials to create their budgets.
- Finance Office assist in preparing financials for the auditor.
- Budget schedule is updated as needed.
- April variance reports are given to all Department Heads and Elected Officials after the month is closed and reconciled on the financial.



# June

- Budget packets are distributed to Department Heads & Elected Officials.
- May variance reports are given to all Department Heads and Elected Officials after the month is closed and reconciled on the financial systems.



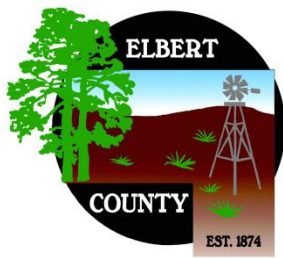
# July

- Each department is given a worksheet containing six month actual revenues and expenses and asked to update projections for the year accordingly. These projections are combined into a master worksheet in the Finance Office.
- First draft budgets are due to the finance office from each department.
- The budget spreadsheet is updated with the previous year's audited numbers after the audit is complete.
- Budget schedule is updated as needed.
- June variance reports are given to all Department Heads and Elected Officials after the month is closed and reconciled on the financial system.



# August

- Finance office compiles all budget requests from all departments into one comprehensive document.
- Department budget meetings are scheduled throughout the month.
- July variance reports are given to all Department Heads and Elected Officials after the month is closed and reconciled on the financial systems.



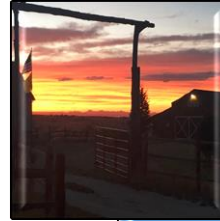
## COUNTY OF ELBERT

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### September

- Each department is given a worksheet containing year to date actual revenues and expenses through 8/31 and asked to update projections for the year accordingly. These projections are updated in the master worksheet in the Finance Office.
- Department budget meetings continue.
- A budget workshop study session is scheduled with the BOCC where all departments explain individual budgets and study the overall budget together.
- August variance reports are given to all Department Heads and Elected Officials after the month is closed and reconciled on the financial system.



### October

- The draft budget is submitted to the BOCC. Notice of Budget is published in designated newspaper.
- Each department is given a worksheet containing year-to-date actual revenues and expenses through 9/30 and asked to update projections for the year accordingly. These projections are updated in the master worksheet in the Finance Office.
- September variance reports are given to all department heads and elected officials after the month is closed and reconciled on the financial system.



### November

- Final adjustments are made to the budget document.
- Department summaries and write ups are completed.
- Meetings are scheduled with departments for follow up as needed.
- Public Hearing is held on the draft budget.
- Budget workshop is scheduled with the BOCC, if warranted or requested, to address any concerns voiced in the public hearing.
- October variance reports are given to all Department Heads and Elected Officials after the month is closed and reconciled on the financial system.



### December

- Assessor change in valuation must be made to the BOCC.
- Certification of mill levies must be made to the BOCC.
- BOCC adopts Budget and certify mill levies.
- Final Budget document is submitted to the State and posted on the website.
- November variance reports are given to all Department Heads and Elected Officials after the month is closed and reconciled on the financial system.

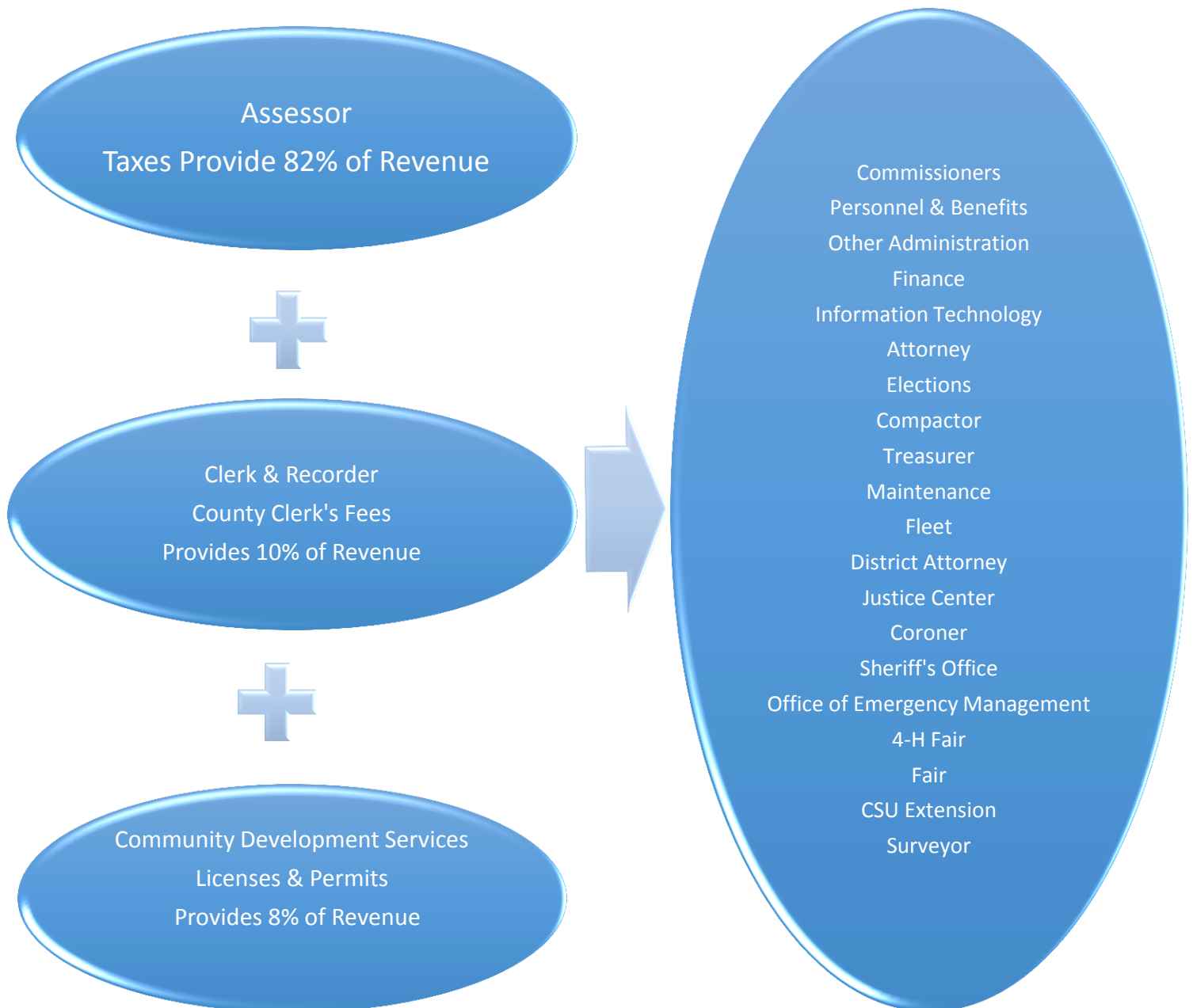


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### ***GENERAL FUND – FUND 10 REVENUE SOURCING***

The General Fund is home to 24 departments. Of the 24 departments 3 departments generate revenue. These 3 departments revenue generation (including the tax revenue generated by the Assessors department) must support all 24 departments. All 24 departments rely on one another to function and service the tax payers of Elbert County.



09/27/2016

**DRAFT DOCUMENT**



## COUNTY OF ELBERT

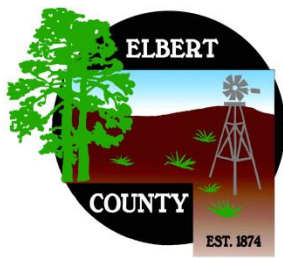
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# Elbert County Budget Schedule 2016

Updated: 9/8/16

<b>January 31</b> <b>Statutory Deadline</b>	<b>Certified copy of the adopted budget must be filed with State</b>
<b>April 14</b>	Give 1 <sup>st</sup> Quarter actual numbers to each department so projections can be completed.
<b>April 28</b>	Deadline for Department Heads & Elected Officials to have projections for the year turned in to Finance.
<b>June 6-23</b>	Eide Bailly onsite to complete 2015 Audit.
<b>June 16</b>	2017 Budget packet to be released to departments.
<b>June 30</b> <b>Statutory Deadline</b>	Deadline for auditor to submit audit report to local government
<b>July 14</b>	Give 6 month actual numbers to each department so projections can be updated.
<b>July 20</b>	BOCC Meeting- Eide Bailly to give audit presentation to the BOCC and public.
<b>July 28</b>	Deadline for Department Heads & Elected Officials to have projections for the year updated and turned in to Finance.
<b>July 31</b> <b>Statutory Deadline</b>	Deadline for submitting annual audit report to the Office of the State Auditor.
<b>July 14</b>	1 <sup>st</sup> draft budget due to finance from each department.
<b>August 1- October 1</b>	Department Budget Meetings – <b>Wednesdays 1-4pm</b>





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<b>September 14–15</b>	Budget Workshop Study Session to go over preliminary budget with commissioners. Each department should be represented.
<b>October 12</b>	BOCC Meeting - Submit proposed budget to BOCC. Notice of Budget must be published by BOCC after meeting.
<b>October 13</b>	Give 9 month actual numbers to each department so projections can be updated.
<b>October 15</b> <b>Statutory Deadline</b>	Deadline to submit proposed budget to BOCC – Must submit Notice of Budget to the paper after this meeting is held
<b>October 20</b>	Deadline for Department Heads & Elected Officials to have projections for the year updated and turned in to Finance.
<b>November 16</b>	Regular BOCC Meeting- Public Hearing on Draft Budget
<b>December 7</b>	Regular BOCC Meeting- Assessor change in valuation to be presented to BOCC
<b>December 10</b> <b>Statutory Deadline</b>	DOLA Deadline - Assessors changes in valuation must be made to BOCC by notification
<b>December 15</b> <b>Statutory Deadline</b>	DOLA Deadline for certification of mill levy to county commissioners
<b>December 21</b>	BOCC Meeting – Adopt Budget and Certify Mill Levies
<b>December 22</b> <b>Statutory Deadline</b>	DOLA Deadline for BOCC to certify levies to the assessor.
<b>December 31</b> <b>Statutory Deadline</b>	DOLA Deadline to Adopt Budget & submit to state